

Board of Directors Meeting held at the new Tiverton Library, 34 Roosevelt Ave., 5:30 PM

Minutes

September 21, 2015

Board of Directors Meeting:

Meeting Time: Meeting at the Tiverton Library (Learning Center) was called to order by Chair Leroy Kendricks at 5:36 PM; LK then called roll

TWWD Board present: Leroy Kendricks (LK); Paul Northrup (PN); Colleen Stanton (CS, *arrived a few minutes late at 5:40*); Scott Humphrey (SH); Chris Nearpass (CN)

TWWD personnel: Lisa Andromalos (LA); Sarah Stearns (SS), Nan Godet (NG)

Guests: None

1. Approval of minutes of the previous meeting, August 17 Special Meeting: LK asked for a motion to approve minutes as read; SH so moved; CN seconded; there being no further discussion, motion passed unanimously. (Minutes were embossed with TWWD seal and certified.)
Approval of minutes, August 17 Board Meeting: LK asked for a motion to approve; brief discussion followed; CN moved to accept; SH seconded; there being no further discussion, motion passed unanimously.
2. Public Comments: None.
3. Department Reports:
 - a. Treasurer's Report (see appended): PN read and reviewed. Balance for month ending August 31 was \$239K, \$11K better than projected; revenue \$9K more than forecast; expenses \$2K less than expected.
 - b. General Manager's Report (see appended): LA reviewed and summarized.
 - c. Superintendent/Engineer's Report (see appended): SS reviewed.
4. USDA Abutter Connections: LA reviewed. The abutter program will be funded by Phase 1. There are ~85 abutters. TWWD should educate property owners on process. LA has asked Christine Hunsinger (CH) for advice. CH gave LA a scope of services, 6 week project, to work with TWWD on public education; LA to ask her to work with TWWD on Bay St as well.

LK called for a motion to accept CH proposal of \$3K for a six (6) week engagement, for communications strategy and consulting for the abutters' project. CN so moved; PN seconded. Discussion followed regarding budget. LK asked LA to put together a schedule for CH; SS said that AECOM should give a timeline. There being no further discussion, motion passed unanimously.

Bay St abutter: Resident called and requested hardship status with regard to the abutter project and sewer tie-in. After BOD discussion, it was concluded that TWWD should ask RI DEM about rules for on-site permit when sewer is available; and that TWWD needs to discuss potential sewer expansion cases. Discussion followed regarding PUC rules and procedures; possible loan agencies. TWWD should require 3rd party financial assessment. LA to review PUC rules, and to talk to Narragansett Bay Commission regarding policy. General discussion followed that TWWD does not want to be in the business of reviewing personal financial information.

LK called for a motion to adjourn. PN so moved; CN seconded. There being no discussion, motion passed unanimously. Meeting adjourned at 7:23 PM

TIVERTON WASTEWATER DISTRICT

TREASURER'S REPORT

September 21, 2015

Cash Position:

Balance 7/31/15	= \$177K
Administrative Fees	= 20K
Sewer Usage Fees Collected	= 40K
Prior Period Collections	= 2K
Onsite Services	= 20K
Payroll Expense	= (10K)
Professional Fees	= (3K)
Pump Station Expenses	= (3K)
Other Expenses	= (4K)
Balance 8/31/15	= \$239K

The balance of \$239K is \$11K better than projected due to revenue being \$9K above forecast and expenses being \$2K less than expected. On-Site Fee revenue in particular is \$20K better than the projection but Sewer Fees are \$13K less than projected.

Budget Year to Date:

Revenue is 45% better than budget due to On-Site Service and Sewer Use Fees. Expenses are 53% less than budget due to no sewer usage fees paid. The payment is scheduled to be made in September. Major variances from budget are:

- On-Site Service Fees – \$17K better than budget
- Sewer Usage Fee Revenue - \$16K better than budget
- Sewer Usage Fee Expense - \$46K under budget

USDA PPG Agreement:

Awaiting approval of grant. All paperwork has been submitted. Chairman Kendricks has inquired with USDA about the delay and lack of approval.

Transfer of Fixed Assets:

Our attorney submitted all easements and pump station land evidence records to the Town Administrator on May 13, 2015, which has to be signed by the Town Council to be recorded. The Town Solicitor told our General Manager he planned to get Town Council signatures for transfer and bills of sale at the Town Council meeting of 8/31/15, which did not occur, and then he planned to have it done at the meeting of 9/15/15. That did not happen because it was not on the agenda. The Town Clerk informed me she is meeting with the Solicitor on 9/18/15 and will discuss this with him. Our General Manager will also call the Solicitor in order to try to resolve this long outstanding matter.

Interim Loan:

Our fiscal agent has prepared a bid sheet for the short term note in the amount of \$2M which is sufficient to cover our costs for CDBG and sewer expansion work into June, 2016. The plan is have bids to banks by 9/29/15, a sale (decision) date on 10/6/15, TWWD signing of documents on 10/19/15, and settlement (transfer) of funds into our account on 10/22/15. Our bond counsel is monitoring and advising on all aspects of the process to ensure proper statutory procedure is maintained.

86 Main Street | Tiverton | Rhode Island | 02878 | 401.625.6701 | info@twwd.org

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Paul B. Northrup
Treasurer

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TIVERTON WASTEWATER DISTRICT GENERAL MANAGER'S REPORT

Prepared by: Lisa Andromalos

September 20, 2015

Revenue

	Revenue Billed	Notes	Payments Received	Notes
Admin Fee	\$13,572.50		\$19,204.11	
Sewer Use Fees	\$28,713.15	Includes SB Estimated quarterly	\$38,386.89	Primarily from NT quarterly billed in July
Penalties	\$432.24		\$302.48	
Collections/Balance Forward			\$1,350.91	
Total:	\$42,717.89		\$59,852.54	

- Aging as of 9/18/2015: **\$74,413.35**
 - Current: (\$844.22)
 - Credit from overpayments from customers due to revised NTFD billing
 - 30-59 days: \$36,830.40
 - \$8,821.71 Viti – on a payment plan through Dec.
 - \$13,824.87 Hancock Estates
 - \$4,951.85 Bourne Mill (current, they are net 60)
 - 60-89 days: \$7,364.42
 - \$4,237.33
 - 90-120 days: \$6,549.77 Bourne Mill
 - 120+ days: \$24,512.98
 - \$3,247.08 Currently on Tax Lien List
 - Bourne Mill working to bring account current by October.
 - Collections –
 - Shut off policy requires additional review to ensure we are complying with PUC rules. No shut offs allowed for certain customers between Nov. and April. Looking into this further. Also need to determine if SBFD will work with us on shut offs.
 - Coordinate shut offs with NTFD if needed per the shut off policy
 - Tax lien sale list sent to attorney

Account Number	Total Amount Due	Amount Paid to Date	Service Address	Notes/Aging	Removed from lien list?
SU-0632-00	\$ 5,106.71	\$5,106.71	11 Songbird Lane	Property sold and paid in full upon settlement.	Y- 9/16

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SU-0951-00	\$ 2,530.63		117 Lewis Street	1200+ days. Entered payment plan. Behind on plan.	
SU-0010-00	\$ 1,147.93	\$900.00	301-303 State Ave	Came in a made sufficient payment.	Y-8/20
SU-0924-00	\$ 986.51		21 Starlit Road	250+ days, no payments. Error. Removed from list.	Y-8/20
SU-0175-00	\$ 887.62	\$238.00	38 Rock Street	Made payment and entered pay plan.	Y-8/24
SU-0455-00	\$ 716.45		26 Blue Jay Street	1050+ days, no payments	
SU-0820-00	\$ 691.23	\$250.00	83 Blackbird Court	Entered into payment plan.	Y-8/25
SU-0081-00	\$ 936.65	936.65	8 Main Road	Paid in full	Y-8/28
SU-0081-00	\$ 450.94	450.94	283 State Ave	Paid in full	Y-8/28
	\$ 13,454.67	\$7,882.30			

Sewer Use Fees - City of Fall River

- Q2 2015 payment sent on 9/18 in amount of \$75,523.05
- Latent Sewer Users – updated report and fees collected sent to FR (included in above amount)
 - 1 user has not responded and sent 2nd notice on 9/18

2015 TWWD SOPs and Regulations

- Held kick off meeting with S. Humphrey, L. Kendricks and S. Stearns to set strategy and process for review of town ordinance vs. TWWD rules and regs
- Employee handbook complete and sent to board members
- Continuing to document and define SOPs for the office.

Payroll

- Have met with Jim Towers to switch payroll as of October.

District Engineer/Superintendent's Report for

September 21, 2015

Tiverton Wastewater District Board of Directors Meeting

I. On-Site Wastewater Disposal Systems:

- a. Community Septic System Loan Program Loan agreement -RI Housing starting to process applications that have been on hold.

II. Wastewater Collection Systems:

- a. Sewer Tie-In Activity
 - i. 2 completed in Watuppa Plantations
 - ii. 1 pending tie-in to inspect
 - iii. Villages of Mount Hope Bay tie-in working coming up
- b. City of Fall River Lake Avenue Water/Sewer Project
 - i. Draft letter sent to Fall River requesting service lateral stubs to 7 parcels
 - ii. Utility Easement requires FR provide service connections. FR Ordinance says customers must pay for lateral stubs. Outcome of TWWD negotiation with FR - that the District will pay per stub when property gets tied in. Funds to come out of betterment collected.

III. Pump Stations O&M

Blackbird Court Pump Station

- ⊗ After evaluation by Industrial Pump, Pump #2 repairs more extensive than hoped. Industrial pump quote very high for repair \$3,200 or replacement \$4,300. Tri-State requested IP price match Delta in order to get replacement cost down.

Mill Street Pump Station

- ✓ Pump station is in good operating condition.
- ✓ No answer yet from Tri-State on intrusion alarms (appear to be false).

Schooner Drive Pump Station

- ✓ Pump#2 pulled on 9/13 and cleared of rags.
- ✓ TWWD working with John Ducinger of Boathouse to address paper product switchover to single ply or hand dryers to prevent pump clogging.

Hurst Lane Pump Station

- ✓ Pump station is in good operating condition.

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Industrial Way Pump Station

- ✓ Pump station is in good operating condition.

IV. Design Projects

- a. USDA Phase 1 Project – Riverside/Robert Gray & Abutters
 - i. AECOM Amendment 3 for Existing Conditions Evaluation – Survey, Borings, Cultural Resources, Cleaning and TV Inspection in the amount of \$269K signed. Total amendments to date \$335K.
 - ii. AECOM revision to Preliminary Engineering Report pending.
- b. USDA Phase 2 Project
 - i. TWWD met with AECOM on September 3rd to revisit area priorities and phasing. Waiting for figures from AECOM to verify cost per property if Year 2 funds used to build out Robert Gray.
- c. CDBG Projects
 - i. Shove/Hooper Street - RFQ for design services to advertise this week.
 - ii. 2011 funds – Paving work completed by DPW 9/16. Will invoice Town once Contractor invoices and submits certified payrolls.
 - iii. Application for 2015 CDBG grant submitted to CCHC \$145,000 for Hooper/Shove.
- d. Private Developments
 - i. Industrial Park
 - 1. Long sports complex project – Met with Mr. Long 9/8 and was briefed on project. Long is looking to extend sewer to his site via Progress Way and split cost with other potential developer in the Park.
 - ii. Twin River Casino
 - 1. Met with engineer 9/16 to talk about sewer infrastructure available for tie-in, impact fees, and District plans for sewer expansion northern end of Stafford.
 - iii. Tiverton Heights-Harkins Development on Souza Road
 - 1. Engineer wants to meet with the District 10/1.
 - iv. General
 - 1. Need to layout process/procedure for design, reviews, bidding, construction of sewer expansions from private developments.